

CM/ECF Training Waiver Requirements For Login and Password For Attorneys Trained and Certified in Other Districts

Thank you for your interest in our Case Management/Electronic Case Files System (CM/ECF). CM/ECF allows you to file most documents electronically through our case management database. To receive a login and password you will need to read our court's CM/ECF Administrative Procedures for Electronic Filing found on our website. The Attorney Online Manual will assist you in preparing your documents for electronic filing and explain how to submit Electronic Orders. It is important to note that our District may do things differently than other CM/ECF Districts. Before you file any document with our court you should always follow the instructions in the Attorney Online Manual. After you are e-mailed your login and password, the training documents outlined below must be successfully transmitted to the court in the CM/ECF Training DataBase.

Below are short descriptions of the required documents to be transmitted. Use the court's website and the Attorney Online Manual when filing your documents. When your entries are complete, e-mail **Debi Anderson** at Debi_Anderson@okeb.uscourts.gov and **Wanda Been** at Wanda_Been@okeb.uscourts.gov for review. This will create a docket sheet for the case. Once the review is done you will be given access to our live system.

Introduction to our Resources

Please maneuver around in the court's website to get familiar with the Resources you can access to assist you with questions and/or problems that may occur.

To access our court's website you must type www.okeb.uscourts.gov in Internet Explorer or Mozilla Firefox.

You can locate the Attorney Online Manual through our court website at www.okeb.uscourts.gov click on CM/ECF then click on Attorney Online Manual. This will link you to the Attorney Online Manual. When the window appears it should open to 1/3 the window size. If your browser does not size the manual properly, you can easily *click and drag* to the appropriate size. This enables you to work with the manual and CM/ECF at the same time.

On our manual's homepage there are four sections divided by a gold bar. The sections are divided in the order of use with the more frequently used topics listed first.

Topics of Interest

Topics of interest to new filers might be : **"Before You File"**. The **"Before You File"** main topic is **PDF files**. This section reveals the procedure for printing documents to PDF. All attachments must be in PDF for filing in the CM/ECF system. The Eastern District of Oklahoma requires your signature on all pleadings. You must sign pleadings with an original signature or with an electronic signature (e.g. s/John Smith) or they are considered not signed.

File Documents

In the **“File Documents”** section of the manual there are step-by-step procedures. Each procedure corresponds to a document event in the Document Event Directory. To locate the procedure for Motion for Relief from Stay. Click on **M** for **Motion** for Relief from Automatic Stay. The **M** Index page will appear. Then scroll down the list of motions to locate the Motion for Relief from Automatic Stay hyperlink or use the **“Find shortcut”** by holding down the **“ctrl key”** and the **“F key”** on the keyboard. When the **“Find”** window appears, type in **“Relief”** then click on the **“Find Next”** button.

Transmitting Documents in the Train Data Base to the Court

Use the training CM/ECF database to transmit documents and open cases using the training login and password that you received in your e-mail. No other login and password will work.

IF YOU ARE A CREDITOR

File a Test Motion for Relief from Automatic Stay.

File a Test Proposed E-Order re: Relief From Stay.

File a Test Notice of Motion FORM 20A for Relief From Stay.

File a Test Certificate of Mailing re: Relief From Stay.

Or

Open a Test Adversary Proceeding

File a Test Proof of Claim

IF YOU ARE A DEBTOR’S ATTORNEY

Open a Test Bankruptcy Case if you are a Debtor Attorney

Or

File a Test Motion to Avoid Lien.

File a Test Proposed E-Order re: to Avoid Lien.

File a Test Notice of Motion FORM 20A to Avoid Lien

File a Test Certificate of Mailing re: to Avoid Lien.

All items must be completed as indicated. Please e-mail one of the trainers below. If you have any questions or need assistance please contact Debi and/or Wanda. **IF YOU HAVE AN EMERGENCY FILING PLEASE CONTACT ONE OF THE TRAINERS BELOW PRIOR TO FILING ANY OF THE ABOVE TEST DOCUMENTS.**

Debi Anderson 918-549-7228 Debi_Anderson@okeb.uscourts.gov

Wanda Been 918-549-7235 Wanda_Been@okeb.uscourts.gov

FAX 918-549-7248